

**Title** Administrator – Development Unit  
**Grade** Level C  
**Department** Centre of Excellence (LEO Support, Policy and Co-ordination)  
**Business Unit** Regions and Entrepreneurship  
**Reporting to** Business Development Manager  
**Location** Shannon, Co. Clare  
**Job Reference** EI.062.23E

### Role Purpose

The individual appointed to this role will work as part of a dedicated team in the Micro-Enterprise Centre of Excellence Unit. The primary objective of this team is to facilitate the overall effectiveness, efficiency and impact of the Local Enterprise Offices (LEOs) as the national first stop shop for enterprise development. They will carry out regular evaluations of LEO programmes and processes to ensure that they are fit for purpose and support the LEO Network to address operational challenges and meet with metrics.

### Key Deliverables

- Review, revise, standardize and enhance LEO programme offerings together with the team where required
- Support effective benchmarking of the service by reviewing systems, processes, and procedures across the LEO Network
- Identify best practices in microenterprise both nationally within the Network and internationally by conducting thorough research
- Provide support to deliver and evaluate LEO National Flagship Programmes and Events
- Support the development of pilot initiatives to include content design, mode of delivery, brand development including collateral and marketing approaches.
- Coordinate the delivery of the various enterprise education programmes in the primary, secondary and third level sectors in conjunction with the relevant stakeholders
- Support the delivery of the third level Student Enterprise Awards Programme including budget preparation, stakeholder engagement, marketing and promotion, enquiry generation, processing applications, judging process and national final event
- Work with LEO Corporate Marketing team and external providers to maintain a repository of existing LEO corporate and marketing materials and development of new materials as required
- Support / Engage with the LEO Corporate Marketing team to contribute to various LEO Work Programme Committees including education and training, school's enterprise, procurement, communications, marketing, branding etc.
- Administer LEO central development budget in association with LEO Budget Unit and external LEOs as required
- Provide general administrative support to the European Regional Development Fund (ERDF) Unit and wider team as required

### Functional Competencies (Key Skills & Knowledge)

- Demonstrated evidence of excellent **administration**, co-ordination and **organisational** skills and experience is essential
- Demonstrated evidence of skills and experience of **conducting business research**, and with the researched **data** being able to evaluate, analyse, synthesise and interpret is essential

- Demonstrated evidence of robust **IT** literacy (i.e., MS Office skills including Excel, Outlook, Word, and PowerPoint) is essential, coupled with an ability to learn new technologies and use Enterprise Ireland's specific software systems
- Relevant experience in a **finance** administration environment with knowledge of **budgetary** processes is essential
- Ability to handle multiple demands and competing priorities/projects at one time to strict deadlines
- An understanding of enterprise development especially the role played by the Local Enterprise Office Network as the first stop shop for enterprise delivery in Ireland is desirable
- Good oral and written communications skills and ability to engage effectively with internal and external stakeholders
- Strong interpersonal skills and ability to positively contribute to the work of a busy team
- Ability to communicate clearly, confidently and effectively via oral and written communications
- Ability to work confidently on own initiative, use sound judgement and take decisive actions on projects/tasks as require
- A relevant third level business-related qualification would be desirable

## **Enterprise Ireland Behavioural Competencies**

### **Results Focused**

The ability to remain outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

### **Innovation and Risk-Taking**

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

### **Problem Solving and Decision-Making**

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

### **Client Focused**

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and Enterprise Ireland strategy.

### **Communicating with Impact to Influence Others**

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

### **Teamworking**

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

### **Embracing & Leading Change**

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

### **Acting / Leading with Integrity**

Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas.

### **Networking**

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

**Developing Yourself & Others**

Creates an environment that enables others to excel in terms of job performance.

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**Salary Scale****€27,564 to €53,196 per annum contributory superannuation**

Rising to €56,679 by long service increments

**€26,296 to €50,672 per annum non-contributory superannuation**

Rising to €53,945 by long service increments

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**Application and Selection Process**

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (maximum 2 pages – template attached) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.062.23** to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) to be received on or before **12<sup>TH</sup> JUNE 2023**

N.B. All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com)

ISSUED BY HR DEPARTMENT, ENTERPRISE **IRELAND ON 3 May 2023**